

Civil Engineering Condominium Plat Review Checklist

Log No _____

Project:	
Location:	

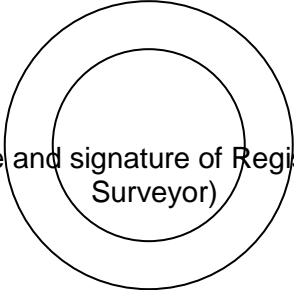
Legend	
/	Requirement satisfied.
O	Requirement not satisfied.
?	Unable to determine status, more information is required.
X	Not applicable.

Review #	Reviewed By	Date
1		
2		
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4		
5		

The requirements referred to on the checklist can be found in Arizona Revised Statutes Title 33, Chapter 9, Article 2: Chandler City Code Chapter 35 (Land Use and Zoning) and Chapter 48 (Subdivisions), Chapter 48-11 (Condominiums and Condominium Conversions) and in the City's Technical Design Manuals.

Item	Requirement	Comments
1.	Substitute "unit owners association" or "condominium association" for "homeowners association" where appropriate throughout this checklist, including those items that must appear on the final plat. Unit owners association usually applies to a condominium development whether residential, commercial or industrial in keeping with <i>Arizona Revised Statutes, Title 33 - Property, Chapter 9 - Condominiums</i> .	
2.	The substitutions noted in item No. 2 also apply to the declaration and the document that establishes the association.	
3.	Submit the final plat on 24" x 36" sheets.	
4.	The minimum allowable scale is 1" = 100'. Note the scale on each sheet.	
5.	The minimum height of all text and symbols must be	

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	0.1" (one-tenth of one inch) and be in full density black ink.	
6.	All official seals and stamps affixed to the final plat must be in black ink as required by the Maricopa County Recorder's Office. All signatures must be in black ink.	
7.	<p>The condominium plat is a part of the declaration and shall contain the items listed in ARS Section 33-1219 including, but not limited to:</p> <ul style="list-style-type: none"> A. The name of the condominium. B. The boundaries of the condominium. C. A legal description of the real estate included in the condominium. D. All easements and encroachments affecting the condominium. E. The location and dimensions of the vertical boundaries of each unit and each unit's identifying number. (Horizontal location of the vertical dimensions) F. The horizontal unit boundaries with reference to an established datum, and each unit's identifying number. (Vertical dimensions) G. The location and dimensions of limited common elements, including porches, balconies, patios and entryways as described in ARS section 33-1212. H. Any other matters the declarant deems appropriate. 	
8.	Place a key map on the cover sheet. When the plat contains more than two sheets, the key map must define the area covered by each sheet and indicate the sheet number.	
9.	Provide a vicinity map on the cover sheet. Show the City limits if applicable. City of Chandler, other cities, Town of Gilbert, Maricopa County, Pinal County and Gila River Indian Community must be labeled, if applicable, wherever the project site abuts land that has not been incorporated by the City of Chandler.	

Item	Requirement	Comments
10.	<p>Place the following certification and the name, address, and registration number of the registered land surveyor preparing the final plat on the cover sheet:</p> <p>THIS IS TO CERTIFY THAT THIS PLAT IS CORRECT AND ACCURATE AND THE MONUMENTS DESCRIBED HEREIN HAVE EITHER BEEN SET OR LOCATED AS DESCRIBED TO THE BEST OF MY KNOWLEDGE AND BELIEF.</p>  <p>(Seal, date and signature of Registered Land Surveyor)</p> <p>(Name of Registered Land Surveyor) Registered Land Surveyor No. _____ (Street address) (City, state, zip code)</p>	
11.	<p>Show on the cover sheet the subdivision location as defined by its section, township, range, principal meridian, county and state.</p> <p>If this subdivision is located in part or in total over a previously recorded plat, include the appropriate record reference, e.g. plat name and Maricopa County Recorder recordation information, in the heading on the cover sheet and on the map sheet of the plat.</p>	
12.	Show a north arrow on each sheet.	
13.	Show the subdivision name on all sheets of the final plat.	
14.	Show the gross area on the cover sheet.	
15.	Provide a legend on the cover sheet.	
16.	Provide the area of the common area on the cover sheet.	
17.	<p>Provide the City's log number in the lower right hand margin of all plat sheets:</p> <p>C.O.C. Log No. _____</p>	

Item	Requirement	Comments
18.	Addressing and building and unit numbering are to comply with public works addressing guidelines. Contact public works addressing department at 480-782-3341.	
19.	Include a note on the plat that states that the unit numbers shown on final plat are not to be misconstrued as suite numbers assigned by the City for addressing purposes.	
20.	Coordinate with the City of Chandler Community Services Department for property that will be reserved as a park site or for property other than street right-of-way that will be conveyed to the City of Chandler by separate instrument.	
21.	<p>An easement is dedicated for the exclusive use of water, sanitary sewer, reclaimed water or any combination thereof. Include the following note on the plat cover sheet or in the easement by separate instrument:</p> <p>In easements for the exclusive use of water, sanitary sewer, reclaimed water or any combination thereof, only ground cover and bushes are allowed to be planted within the easement area. No trees are allowed.</p>	
22.	<p>Add the following note to the final plat:</p> <p>Construction within utility easements shall be limited to utilities, fences and driveways.</p>	
23.	<p>Add the following note to the final plat:</p> <p>No structures or vegetation of any kind that would impede the flow of water through the easements may be constructed, planted or allowed to grow within drainage easements.</p>	
24.	<p>The following note is required on the final plat:</p> <p>The unit owners association shall be responsible for irrigation of the common elements. The source of irrigation water for the common element shall be reclaimed water ("effluent"), but if reclaimed water is unavailable at the time construction in the subdivision begins, the titleholder(s) shall cause the common element to be irrigated and supplied with water, other than surface water from any</p>	

Item	Requirement	Comments
	<p>irrigation district, through sources consistent with the Arizona law and the rules and regulations of the Arizona Department of Water Resources. Once effluent of the quantity and quality needed to support such common element is available, the titleholder(s) shall cause effluent to be used to irrigate the common element.</p>	
25.	<p>Separate survey ties to two section corners, or quarter section corners, are required. Define the type of monumentation at each tie.</p>	
26.	<p>Provide an ALTA survey map.</p>	
27.	<p>A dedication statement is required on the cover sheet. The dedication must include the following:</p> <p>A. The subdivision location as defined by its section, township, range, county and state.</p> <p>B. The attached specific language for an avigation easement if applicable.</p> <p>C. Statement about all easements shown on the plat:</p> <p style="padding-left: 40px;">Easements are dedicated as shown on this plat.</p> <p>D. Include dedication of the rights-of-way dedicated to the City.</p> <p>E. Maintenance of landscaping statement:</p> <p style="padding-left: 40px;">The maintenance of landscaping within the public right-of-way to back of curb shall be the responsibility of the unit owners association.</p> <p>F. All items are platted as common elements with an undivided interest owned in common by each unit owner. Provide a statement about items maintained by the unit owners association:</p> <p style="padding-left: 40px;">All property, amenities and facilities proposed to be maintained by the unit owners association are herewith platted as common elements with an undivided interest owned in common by each unit owner.</p> <p>G. An easement for emergency vehicular access shall be dedicated to the City over the common element and included in the dedication statement.</p>	

Item	Requirement	Comments
	<p>29. If lands dedicated are encumbered, lien holder ratification is required on the cover sheet and all holders of each Deed of Trust must sign the ratification. An acknowledgement statement by a notary public also is required. The following form must be used:</p> <p>LIEN HOLDER RATIFICATION:</p> <p>KNOW ALL MEN BY THESE PRESENTS:</p> <p>THAT THE UNDERSIGNED AS BENEFICIARY OF THAT CERTAIN DEED OF TRUST RECORDED IN DKT. NO. _____, RECORDS OF MARICOPA COUNTY RECORDER, MARICOPA COUNTY, ARIZONA, HEREBY RATIFIES, AFFIRMS, AND APPROVES THIS PLAT, THE DECLARATION OF RESTRICTIONS RECORDED CONCURRENTLY HERewith, AND EACH AND EVERY DEDICATION CONTAINED HEREIN.</p> <p>IN WITNESS WHEREOF, THE UNDERSIGNED HAVE SIGNED THEIR NAMES THIS _____ DAY OF _____, 20____</p> <p>BY: <u>(signature of beneficiary as shown in title report)</u></p> <p>ITS _____(title) -</p> <p>ACKNOWLEDGEMENT:</p> <p>STATE OF ARIZONA)) S.S. COUNTY OF MARICOPA)</p> <p>ON THIS _____ DAY OF _____ 20__, BEFORE ME, THE UNDERSIGNED, PERSONALLY APPEARED _____, WHO ACKNOWLEDGED SELF TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE INSTRUMENT WITHIN, AND WHO EXECUTED THE FOREGOING INSTRUMENT FOR THE PURPOSES THEREIN CONTAINED.</p> <p>IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND OFFICIAL SEAL.</p> <hr/> <div style="display: flex; justify-content: space-between;"> NOTARY PUBLIC DATE </div> <p>MY COMMISSION EXPIRES:</p> <hr/> <p>20__</p>	

Item	Requirement	Comments
30.	<p>Owners' association ratification is required on the cover sheet. An acknowledgement statement by a notary public also is required. If a ratification is required the following form must be used:</p> <p>RATIFICATION:</p> <p>BY THIS RATIFICATION _____ (printed name)</p> <p>DULY ELECTED _____ (printed title)</p> <p>OF _____ (name of owners association)</p> <p>ACKNOWLEDGES THE RESPONSIBILITIES IDENTIFIED HEREON.</p> <p>_____</p> <p>SIGNATURE DATE</p> <p>ACKNOWLEDGEMENT:</p> <p>STATE OF ARIZONA)) S.S. COUNTY OF MARICOPA)</p> <p>ON THIS _____ DAY OF _____ 20____, BEFORE ME, THE UNDERSIGNED, PERSONALLY APPEARED _____, WHO ACKNOWLEDGED SELF TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE INSTRUMENT WITHIN, AND WHO EXECUTED THE FOREGOING INSTRUMENT FOR THE PURPOSES THEREIN CONTAINED.</p> <p>IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND OFFICIAL SEAL.</p> <p>_____</p> <p>NOTARY PUBLIC DATE</p> <p>MY COMMISSION EXPIRES:</p> <p>_____, 20____</p>	
31.	<p>The person authorized to act on behalf of the association must sign the unit owner's association ratification.</p>	

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32.	<p>All individuals signing the plat, with the exception of City of Chandler representatives, must have documentation authorizing them to do so.</p> <p>Any person signing the plat who is not an individual owner signing for oneself, must have authorization to act on behalf of the owner, whether the owner is a partnership, corporation or other entity. Submit a certified copy of a resolution by the Board of Directors authorizing the individuals signing the plat to act on its behalf, or submit other signatory evidence. Signatory evidence is often contained in the bylaws of the entity.</p>	
33.	<p>Add the following certification to the lower right corner of the cover sheet:</p> <p>THIS IS TO CERTIFY THAT IN MY OPINION ALL UNITS AND COMMON ELEMENTS SHOWN ON THIS PLAT CONFORM TO GOOD LAND PLANNING POLICIES AND ARE SUITABLE FOR THE PURPOSE FOR WHICH THEY ARE PLATTED.</p> <p>_____ PLANNING & DEVELOPMENT DATE DIRECTOR</p>	
34.	<p>Add the following certification to the lower right corner of the cover sheet below the Planning & Development Director certification:</p> <p>THIS IS TO CERTIFY THAT ALL ENGINEERING CONDITIONS AND REQUIREMENTS OF THE CITY CODE HAVE BEEN COMPLIED WITH AND THAT THIS SUBDIVISION IS LOCATED WITHIN AN AREA DESIGNATED AS HAVING AN ASSURED WATER SUPPLY PURSUANT TO SECTION 45-576, ARIZONA REVISED STATUTES.</p> <p>_____ CITY ENGINEER DATE</p>	

Item	Requirement	Comments
39.	Extend the subdivision boundary to the monument lines of adjacent streets, except where the ultimate street right-of-way was previously dedicated on another plat and that plat was recorded.	
40.	The boundary described in the title report must match the subdivision boundary on the plat. See item 64. (The legal description of the subdivision plat may be different than the legal description of the condominium)	
41.	Boundary closure calculations are required with error of closure.	
42.	Provide perimeter traverse data for the entire subdivision boundary. <ul style="list-style-type: none"> A. For tangents this consists of: <ul style="list-style-type: none"> 1) Bearing. 2) Distance. B. For curves this consists of: <ul style="list-style-type: none"> 1) Radius. 2) Central angle. 3) Curve length. 4) Radial bearings on non-tangent curves. 	
43.	The plat must contain a description of monumentation and include the statement: To be set at completion of mass grading.	
44.	Show on the plat the names of all adjacent subdivisions and other land divisions, along with the corresponding MCR recordation information and the property lines that intersect the subdivision boundary. Identify unsubdivided property.	
45.	Show and label on the plat all easements, e.g. drainage, public utility, vehicular non-access, etc., being dedicated to the City with this plat.	
46.	The basis of bearings given on the plat must be Maricopa County Recorder (MCR) record data. Show the appropriate MCR recordation information; e.g., book and page numbers or document, docket or instrument number.	
47.	All elevations on the plat shall be referenced to an approved City of Chandler benchmark. The City's benchmark identification number (CMCN#) and verbatim description must match the latest edition of the <i>City of Chandler Vertical Control Base List</i> and must be shown on the plat.	

Item	Requirement	Comments
48.	Existing rights-of-way and all rights-of-way being dedicated must be clearly shown, labeled (e.g., R/W) and dimensioned. Include within the subdivision boundary all rights-of-way that expand on existing dedicated rights-of-way, as well as the existing rights-of-way to the monument lines of adjacent streets.	
49.	Street geometrics must match those shown on the approved preliminary plat.	
50.	Turn-around geometrics must meet City standards.	
51.	The plat must provide for emergency vehicular access and noted.	
52.	Triangular property line corner cutoffs are required at all street intersections. A 20' x 20' triangular cutoff is required along arterial streets and where a major or primary collector street intersects another major or primary collector street. A 15' x 15' triangular cutoff is required at all other street intersections.	
53.	<p>Show on the plat visibility easements based on a 30' x 30' sight visibility triangle. They must comply with Figure 5 in <i>Technical Design Manual 4 - Street Design and Access Control</i>. Include a sight visibility easement detail similar to Figure 5 on the plat. In the detail, the area actually encompassing the visibility easement must be labeled as such and not as a visibility triangle; the easement is not triangular. The visibility easements, to which the detail applies, on the map sheets of the plat must include reference to the detail. Visibility easements with or located by bearings, distances and curve data, as applicable, must be shown on the plat and must comply with Standard Details C-246, C-247 and C-248.</p> <p>Show the following note on plat in lieu of any other note shown in the items referenced above:</p> <p>Visibility easement restrictions: Any object, wall, structure, mound or landscaping (mature) over 24" in height is not allowed within the visibility easement except trees trimmed to not less than 6' above the ground. Trees shall be spaced not less than 8' apart.</p>	
54.	Show a 1' vehicular non-access easement (VNAE) on the plat abutting public perimeter street right-of-way.	
55.	Show all street centerline and property line survey data and ties to each building.	

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	<p>A. For tangents this consists of:</p> <ol style="list-style-type: none"> 1) Bearing. 2) Distance. 3) Total block length. <p>B. For curves this consists of:</p> <ol style="list-style-type: none"> 1) Radius. 2) Central angle. 3) Arc length. 4) Radial bearings on non-tangent curves for street centerlines. 5) Radial bearings on non-tangent curves or curve data for sub-arc measured to the intersecting line for parcel or tract boundary line. Only the sub-arc length is required where a lot line intersects a street right-of-way line. 	
56.	Show and label on the plat all existing easements and rights-of-way within the plat boundary, as well as the existing easements and rights-of-way to the monument lines of adjacent streets, along with the corresponding MCR recordation information.	
57.	<p>Match all street names to those shown on the approved preliminary plat.</p> <p>A. Name.</p> <p>B. Spelling.</p> <p>C. Check mylar.</p> <p>Street names must be correct on mylars submitted for final approval. Incorrect street names will be cause for rejection of the final submittal.</p>	
58.	The street construction centerline and the monument line are not the same. The proposed right-of-way dedication must comply with the approved transportation plan.	
59.	<p>Additional right-of-way is required:</p> <p>A. Seventy-five feet right-of-way, arterial to arterial, per Standard Detail C-223.</p> <p>B. Deceleration lane right-of-way per Standard Detail C-224.</p>	
60.	<p>Easements must be abandoned and the following items apply:</p> <p>A. A letter from the utility companies agreeing to the abandonment is required.</p> <p>B. A legal description and MCR recordation</p>	

Item	Requirement	Comments								
	<p>information are required.</p> <p>C. The following statement, if applicable, is required above the Mayor's approval block on the plat:</p> <p style="text-align: center;">By acceptance of this plat, the City of Chandler agrees to the vacation or abandonment of the easements described or shown hereon as being vacated or abandoned.</p>									
61.	<p>Existing right-of-way must be abandoned and the following items apply:</p> <p>A. The City Engineer must approve the abandonment.</p> <p>B. The City Attorney must approve the abandonment.</p> <p>C. A vacation plat must be prepared by an RLS for approval by City Council by Ordinance.</p> <p>D. The following certification is required on the cover sheet of all vacation plats:</p> <p>THIS VACATION AND ABANDONMENT HAS BEEN APPROVED BY THE CITY COUNCIL OF THE CITY OF CHANDLER, ARIZONA PER ORDINANCE NO. _____</p> <p>ON _____, 20 _____</p> <p>BY:</p> <table><tr><td>_____</td><td>_____</td></tr><tr><td>MAYOR</td><td>DATE</td></tr></table> <p>ATTEST:</p> <table><tr><td>_____</td><td>_____</td></tr><tr><td>CITY CLERK</td><td>DATE</td></tr></table> <p>A filing and appraisal fee must be paid.</p>	_____	_____	MAYOR	DATE	_____	_____	CITY CLERK	DATE	
_____	_____									
MAYOR	DATE									
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CITY CLERK	DATE									

Item	Requirement	Comments
62.	<p>An easement or right-of-way dedication is required by separate instrument. Please provide the following exhibits and information along with the easement document for review:</p> <ul style="list-style-type: none"> A. Subdivision name. B. Type of easement or right-of-way. C. Reason or purpose of the easement or right-of-way. D. Vicinity map showing major cross streets. E. Legal description with RLS certification. F. Detail map showing the easement or right-of-way alignment with dimensions and bearings, true point of beginning, section, township and range. G. A title report if not covered by item 64. H. A Phase I Environmental Assessment per item 66. <p>Follow the <i>Real Estate Requirements for Processing Separate Instruments</i>, which can be found online in the Planning and Development Department's Unified Development Manual.</p>	
63.	<p>Submit a current, not older than six months, title report and a copy of all items listed in Schedule B pertaining to easements, rights-of-way, and CC&R's. Submit a copy of any other Schedule B items requested by the City.</p> <ul style="list-style-type: none"> A. Include in the metes and bounds legal description all land being platted, and all land to adjacent monument lines except as noted in item 42. B. The title report must disclose all holders of rights, title or interest in all existing wells within the platted boundary of this subdivision. C. The report must be on the current condition of title not as it will exist after the final plat is recorded. 	
64.	<p>Provide an 8 1/2" x 11" PMT reduction for submittal to City Council for plat approval. This may normally be done after the first review.</p>	
65.	<p>Provide for review a Phase I Environmental Site Assessment in compliance with City of Chandler criteria and ASTM E 1527 (current form) <i>Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process</i>. The Phase I ESA must include a records search for both</p>	

Item	Requirement	Comments
	<p>VEMURs and DEURs.</p> <p>Submit an original updated Phase I Environmental Site Assessment, naming the City as beneficiary, no older than one hundred eighty (180) days, with the final plat mylars at the time of final plat approval.</p> <p>A Phase I Environmental Site Assessment is required when land is being dedicated to the City.</p>	
66.	<p>Submit a Reclaimed Water Use Agreement for those projects south of the monument line of Pecos Road, except those projects in the Ocotillo reclaimed water service area. For those projects in the Ocotillo reclaimed water service area, submit the City of Chandler reclaimed water use application, but do not execute the agreement</p>	
67.	<p>The declaration shall comply with Chapter 40 of the City Code, as amended by Ordinance No. 3177 and Ordinance No. 3263. The following items, some being more fully explained in Chapter 40, must be satisfied:</p> <ul style="list-style-type: none"> A. The declaration is not generic but is what will actually be recorded for the property being platted. B. Common property is free and clear of encumbrances; the developer has not retained any interest in common elements. C. Common property is deeded in common to unit owners. D. Unit Owners Association (UOA) is established as unit owners in common in accordance with ARS section 33-1241: <ul style="list-style-type: none"> 1) UOA is granted authority to collect maintenance funds. 2) All unit owners are automatically made members of the UOA. 3) UOA must be given enforcement authority. 4) City is authorized to maintain common elements if the UOA, or others, fail to do so and the City is given the right to assess members for expenses. 5) City is given authorization to enter the property to perform maintenance. 6) Forbids the amending of provisions in the Declaration concerning the City's right to maintain and collect expenses from unit owners. 7) Forbids the dissolving of the UOA unless 	

Item	Requirement	Comments
	<p>another entity has agreed to take over maintenance of common elements.</p> <p>E. Restrictions on easements or common elements do not conflict with the City's intended use of the property.</p>	
68.	<p>At the time the final plat is approved, provide a 3½" floppy disk or a compact disk containing the drawing (DXF or DWG format) of the final plat that includes sizes and horizontal locations of 4" and larger water, sewer and reclaimed water lines and appurtenances as well as curbs, gutters and sidewalks. The preferred format is AutoCAD Version 14 or 2000.</p>	
69.	<p>The civil improvement plans must be fully approved before final plat approval.</p>	

Notice to engineer/surveyor/developer:

All of the City checklists, notes, design manuals, details, etc. can be found online at <http://udm.chandleraz.gov> or in the City's website at www.chandleraz.gov. Go to Departments, Planning and Development, Unified Development Manual, in Section 4 of the Appendices.

After staff approval of the plat, provide the following:

- A. Three (3) original 4-mil photomylars of the final plat with original signatures **and** one print thereof to the City for execution.
- B. One (1) original of the Declaration with original signatures.
- C. One (1) original of a title report, which has an effective (search made to) date not older than **two (2) weeks** from the date the plat is submitted to the City.
- D. In an original letter addressed to the City and copied to the developer, the title company must provide recordation instructions, provide the name and telephone number of the title company representative, and make a statement that the title company will record all documents listed in the recordation instructions and deliver a mylar with legible MCR recordation information to the City. The recordation instructions must list all items that will be recorded for the subdivision and the order in which the items will be recorded. The usual sequence of recordation is final plat, Declaration and separate instruments for items such as easement and right-of-way dedication. The title company must explain any deviation from the usual recordation sequence. The City will contact the title company for pickup and recordation of the documents by the title company. **The City will not release the recordation documents to the developer or the engineer.**
- E. One (1) original copy of the Phase I Environmental Site Assessment in compliance with ASTM E 1527 (current form) *Standard Practice For Environmental Site Assessments: Phase I Environmental Site Assessment Process*, not older than one hundred eighty (180) days, naming the City of Chandler as beneficiary.
- F. Payment of all due buy-ins.
- G. After the plat is recorded, one mylar of the plat with legible MCR recordation information must be delivered to the City.

If items "A" through "F" are not complied with, the entire final plat submittal will be returned to the applicant for compliance.

The final plat for this subdivision and/or condominium will not be approved or recorded until a Reclaimed Water Use Agreement is executed by the developer and approved by the City if the project lies within the City of Chandler reclaimed water service area. Projects south of the monument line of Pecos Road, except those projects in the Ocotillo reclaimed water service area, lie within the City of Chandler reclaimed water service area.

Please return this checklist with the next plan submittal

City Use Only

1. Buy-ins paid?
2. Offsite Agreement?